

Business Management and Administrative Services (BMAS)

AZ STATE STANDARD – 3.0 Participate in work-based learning experiences

2.0 Prepare for employment

UNIT 1

13.0 Discuss legal concepts that apply to business

15.0 Determine personal responsibility and accountability activities consistent with established organizational goals

PERFORMANCE OBJECTIVE	INSTRUCTIONAL OBJECTIVE	RESOURCES	TIME LINE
Review and complete forms for employment procedures	Training agreement BMAS contract Wage and hour sheet Prior absence form	Teacher and District prepared materials	Week 1
Employment procedures	Develop a personal resume Create a letter of application Complete application Mock interview Resignation letter	Getting a Job Simulation Packet/Teacher prepared materials	Week 1 and Week 2
Demonstrate safe and healthy work behaviors	Sexual harassment Drug testing Discrimination and international etiquette	District Mini Camp	Week 3
Demonstrate positive work behaviors	Co-workers Supervisors Clients	Role play	Week 3
Professional etiquette	Dress Social gatherings Arriving on time Meeting deadlines Planning and organizing work Monitoring and adjusting performance	District Mini Camp	Week 3

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AZ STATE STANDARD – 5.0 Demonstrate written communication skills
6.0 Evaluate the role of small business in the economy
10.0 Explain business functions within an organization
12.0 Discuss principles of economic systems
22.0 Use computerized information systems and technology

UNIT 2

PERFORMANCE OBJECTIVE	INSTRUCTIONAL OBJECTIVE	RESOURCES	NOTES
Writing business communication	Formatting unit Business/Personal letters Memo - Templates Reports – unbound, using MLA or APA Itineraries Agendas	Teacher prepared materials	Week 4 and 5
Utilize multiple technologies for written and presentation communications	Microsoft Publisher - create brochures and flyers Microsoft PowerPoint	Internet Prior knowledge Work experience Company background Interviews	Week 6, 7, 8 and 9

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AZ STATE STANDARD – 17.0 Demonstrate administrative and communication functions

UNIT 3

PERFORMANCE OBJECTIVE	INSTRUCTIONAL OBJECTIVE	RESOURCES	NOTES
Databases	Tables Forms Reports Queries	DDC Microsoft Office 2000 and/or Microsoft Office 2000	Week 10 and 11

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AZ STATE STANDARD – 4.0 Demonstrate oral communications

UNIT 4

PERFORMANCE OBJECTIVE	INSTRUCTIONAL OBJECTIVE	RESOURCES	NOTES
Oral communications	Use questioning techniques (Role Playing) Interpret verbal and non-verbal communications of audience (Body Language)	Guest speaker Fish bowl Role playing	Week 12
Demonstrate effective telephone techniques	Phone simulation using Eduphone system Taking phone messages Create fax cover letters Faxing to businesses	Eduphone Create phone message Create a fax cover sheet	Week 12 and 13

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AZ STATE STANDARD – 20.0 Use accounting information to make business decisions

UNIT 5

PERFORMANCE OBJECTIVE	INSTRUCTIONAL OBJECTIVE	RESOURCES	NOTES
Financial records	10-Key calculators Spreadsheets <ul style="list-style-type: none">• Wage and hour sheet• Checkbook register• Payroll records Interpret financial statements	Microtype Microsoft Excel Class discussion Guest speaker (Washington Mutual)	Week 13, 14 and 15

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AZ STATE STANDARD – 8.0 Evaluate leadership styles appropriate for workplace
16.0 Demonstrate general management practices
18.0 Demonstrate human resource management functions

UNIT 6

PERFORMANCE OBJECTIVE	INSTRUCTIONAL OBJECTIVE	RESOURCES	NOTES
Leadership styles	Evaluate leadership styles appropriate for the workplace Determine personal characteristics of effective leaders Compare/contrast leadership and management styles Compare and contrast vertical and horizontal management structures in organizations	Video Guest speaker	Week 16

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AZ STATE STANDARD – 19.0 Perform general office management functions

UNIT 7

PERFORMANCE OBJECTIVE	INSTRUCTIONAL OBJECTIVE	RESOURCES	NOTES
Maintain filing systems	Quick filing practice	Electronic rules 1 –8 (Quick filing practice)	Week 16

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AZ STATE STANDARD – 11.0 Explain business ethics
17.0 Demonstrate administrative and communication functions

UNIT 8

PERFORMANCE OBJECTIVE	INSTRUCTIONAL OBJECTIVE	RESOURCES	NOTES
Demonstrate transcription skills	Create finished documents	Allied Technology Corporation	Week 17 and 18

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AZ STATE STANDARD – 1.0 Develop an individual career plan (Midterm)

UNIT 9

PERFORMANCE OBJECTIVE	INSTRUCTIONAL OBJECTIVE	RESOURCES	NOTES
Develop a career plan	Develop an individual career plan Research career options Research using library and Internet access, using the following link: http://warrensburg.k12.mo.us/webquest/careers/index.htm Develop career goals Manage career goals	Internet Library	Ongoing

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AZ STATE STANDARD – 1.0 through 22.0 Competencies

UNIT 10

PERFORMANCE OBJECTIVE	INSTRUCTIONAL OBJECTIVE	RESOURCES	NOTES
Demonstrate, analyze, evaluate and produce management practices	Comprehensive competency enrichment activity	Allied Technology Corporation Simulation	Weeks 19 – 30 (12 weeks)

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AZ STATE STANDARD – 9.0 Participate in leadership activities
16.0 Demonstrate general management practices
18.0 Demonstrate human resource management functions

UNIT 11

PERFORMANCE OBJECTIVE	INSTRUCTIONAL OBJECTIVE	RESOURCES	NOTES
Implement end of year activities	Banquet Bagel sales Appreciation gifts Club management	Teacher samples Fund raisers Internet	Week 31, 32 and 33

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AZ STATE STANDARD – 14.0 Demonstrate marketing concepts (Final Assessment)

UNIT 12

PERFORMANCE OBJECTIVE	INSTRUCTIONAL OBJECTIVE	RESOURCES	NOTES
Student Portfolio	Compile appropriate documentation for future use in the business world	Individual work	Weeks 34, 35 and 36